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# CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

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## Subject: Fiscal Year 2005/2006 Form 303a and 303b Reporting

Based on our records that indicate your jurisdiction's household hazardous waste (HHW) collection activity, we have enclosed the California Integrated Waste Management Board's (CIWMB) regulatory mandated Form CIWMB 303a or 303b and the separate CIWMB HHW Program Survey. If we have your program listed incorrectly, please contact Mary Misemer of the Department of Toxic Substances Control (DTSC) so she can correct your status in the database and send you the correct form.

Each jurisdiction in California is mandated to complete a Lead Agency Form 303a or a Non-Lead Agency Form 303b annually. The Lead Agency Form 303a must be completed by all public agencies that conducted or operated a permitted HHW program during the past fiscal year commencing July 1, 2005 and ending June 30, 2006. However, if your agency did not have a permitted HHW collection program during the previous fiscal year, or was not the lead for the HHW collection program, you will complete the Non-Lead Agency Form 303b to satisfy the regulatory requirements. "Section C" of the Non-Lead Agency Form 303b is now available for agencies which have ran or held community clean-up events at which universal waste (u-waste) was accepted and/or which have initiated battery and/or lamp collection programs outside their jurisdiction's Lead agency HHW collection program and, thus, collection will not be reported by another agency (agencies conducting u-waste only collection events are not required to hold a permit for these events).

The CIWMB is still in the process of formally revising the regulations for the Form 303a and 303b, and we have tried to incorporate your comments into the forms as the process has moved forward. While last year's Form 303 was presented as a pilot project to include a number of enhancements, this year's forms are very similar. For 2006, the Form 303a incorporates minor modifications for comprehensive data gathering and for user clarity and friendliness. You will also notice that the Form 303b has been formatted to look similar to the lead form but continues to be a separate data collection tool included under the Form 303 designation as Form 303b. Naturally, we are still hopeful to have the Form 303a and 303b completely automated in the near future so that you can input the data on-



line.

**Please refer to the bullets listed below for key points on completing this year's Lead Agency Form 303a:**

- Report waste volume totals in pounds for each collection program you had (see example in Section F). Be careful that quantities reported under various program types are not also counted under "Permanent Facility."
- Include collection of used oil if you consider used oil as part of your HHW program. **Do not include** used oil collected at certified oil centers and oil collected through curbside oil collection programs.
- Report all waste volumes collected and their method of management in pounds, rounding off to the nearest whole pound. Please make sure that total pounds disposed or diverted equal total pounds you report as collected.
- In Section B, do not enter a contractor as the reporting source or the contact person. The **contact** person must be the reporting agency's **HHW program manager**. The reporting or sponsoring agency is the agency that completed the "permit by rule" application which allows the agency to operate the HHW activities and events. Contractor (those who operate the HHW program for the public agency) information may be entered separately, if appropriate.
- If applicable, identify all non-lead participants represented by your reporting jurisdiction or agency. Non-lead participants can be individual cities, counties, other agencies, etc. Use additional paper if necessary.
- Identify all permanent facilities within your program service area. Use additional paper if necessary.
- In Section D, identify all program types with the corresponding EPA ID numbers. Use additional paper if necessary.

## **Survey**

The CIWMB HHW Program Survey is also included. This survey will help Board staff compile HHW program cost information and other information of program interest. While completing the Survey is voluntary, the survey has become more important than ever in obtaining program information, including the costs to demonstrate local programs' ever increasing fiscal obligations and needs.


By **October 1, 2006**, you must provide the completed Form 303a or 303b and survey via email to [Form303@dtsc.ca.gov](mailto:Form303@dtsc.ca.gov) or by mail to the DTSC address indicated below:

**DTSC**  
**HHW Unit-Form 303**  
**P.O. Box 806**  
**Sacramento, CA 95812-0806**

Please SAVE the document as an excel file with your lead agency name (i.e., SacramentoForm303.xls) before emailing it to DTSC. In all cases, keep a copy for your records.

If you have any questions regarding the Form, survey or form revision, please contact Mary Misemer of the DTSC at [mmisemer@dtsc.ca.gov](mailto:mmisemer@dtsc.ca.gov) or at (916) 323-9618.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin Yee". The signature is fluid and cursive, with the first name "Kristin" and last name "Yee" clearly distinguishable.

Kristin Yee  
Supervisor, Used Oil Recycling Analysis Section  
Used Oil & Household Hazardous Waste Branch  
Special Waste Division

Attachments: Form 303  
Guide to Complete Forms 303a and 303b  
HHW Program Survey